

Memorandum

June 1, 2006

To: Division and Section Heads
From: David Carlson, Business Services Section
Subject: **Updated Guidelines for Decommissioning of Automated Data Processing Equipment (ADPE)**

I need to bring to your attention some new guidelines that must be followed for disposition of ADPE, including personal computers.

By way of background, Business Services is responsible for conducting a DOE-approved Property Management Program that provides for the proper utilization and control of all government-owned personal property in the custody of Fermilab. Personal property in this context includes Sensitive Items and tagged equipment items with acquisition value \geq \$5K.

You are no doubt aware of the recent increased interest within DOE on the matter of High Risk property. Although High Risk property is generally defined as that which is nuclear proliferation sensitive, and the Laboratory suffers very little exposure in this area, the subject has brought attention to other related DOE rules that affect our day-to-day operations. One such area is the disposition and sanitization of computers and other ADPE.

To ensure compliance with the DOE rules, we are providing updated guidance on this subject. It is no longer necessary to format the hard drives of ADPE equipment prior to excess, as they will be sanitized via a controlled process using a recycling vendor. ADPE assets can be sent directly to the Property Office using a Material Move Request (MMR), and the Property Office will take custody of the equipment and arrange for its proper decommissioning and destruction. Please note that if an ADPE asset is reclaimed for use at a later date, prior to its redeployment, it will need to be sanitized at the Property Office by the responsible IT support personnel of the Division or Section requesting it. This change will improve the effectiveness and efficiency of our disposition operation, reduce the amount of effort by your employees, and save the Laboratory money.

Please see that the appropriate employees in your organization are aware of these new guidelines. They must be adhered to for all ADPE sent to Property Management as excess or scrap. We appreciate your cooperation.

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